



STATE PROCUREMENT OFFICE
NOTICE OF AMENDMENT TO SOLE SOURCE CONTRACT

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STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer
FROM: HEALTH/Developmental Disabilities Division/Disability Supports Branch
Name of Requesting Department

1. Name of Vendor/Contractor:	Brain Injury Association of Hawaii		
2. Sole Source Reference Number:	11-035-B	3. Contract Number:	11-106
4. Describe the goods, services, or construction. The Brain Injury Association of Hawaii will be contracted to: 1) develop a framework for a brain injury resource center; and 2) promote education and awareness of brain injury through a statewide conference. The design of the core components of a brain injury resource center includes: 1) administration; 2) education; 3) public awareness; 4) outreach; 5) advocacy; 6) implementation; and 7) sustainability. The brain injury conference will focus on brain injury awareness, education on brain injury, and best practices in the field of brain injury.			

5. Approval to amend is submitted in order to:

☒ Revise the scope of services for the contract as follows:
Extend term of contract for 12 months (2/1/2012 to 1/31/2013).

☐ Increase contract price by 10% or more:

Original Contract Price: Amended Contract Price:

6. Explain in detail why this/these amendment(s) is/are necessary.
Approved SPO-01 indicates the term of contract from 2/1/11 to 1/31/12. This contract was not executed until 10/26/11 & needs to be extended from 2/1/12 to 1/31/13 to allow contractor time to complete scope of services.

7. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) appropriate written delegated procurement authority; and 2) completed mandatory training.
(Type over "example" and delete cells not used.)

Department Personnel Name	Division/Agency	Phone Number	e-mail address
Aaron Arakaki	DDD	453-6294	aaron.arakaki@doh.hawaii.gov

Agency shall ensure adherence to applicable administrative and statutory requirements, including HAR Chapter 3-122, Subchapter 15, Cost or Price Data, if required.

All requirement/approvals and internal controls for this expenditure is the responsibility of the department.

I certify that the information provided is to the best of my knowledge, true and correct.


Department Head Signature

11/23/11
Date

For Chief Procurement Officer Use Only

Date Notice Posted: 12/29/2011

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Approval is for the period 02/01/12 to 10/25/12. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor must be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or bonnie.a.kahakui@hawaii.gov.

☒ Approved

☐ Disapproved

☐

Adrian S. Jorgensen 1/31/2012
Chief Procurement Officer Signature Date